

## CCDF Provider Eligibility Standards Summary

Legislation was passed in 2001, 2002, 2003 and 2005 requiring childcare providers receiving Child Care and Development Funds (CCDF) to meet certain provider eligibility standards. This significant legislation amends Sections 12-17.2 of the Indiana Code and impacts **all** childcare providers receiving these funds.

Child Care providers must be able to demonstrate compliance with these standards **prior** to the receipt of any CCDF funds. The Consultants Consortium, Inc. will be responsible for the verification of compliance with these standards. This verification will require the submission of written documentation as well as a home/facility inspection.

### 1. Limited Criminal History Checks

- The provider shall agree to a statewide limited criminal history check for the provider, all employees and volunteer caregivers, as well as household members over the age of 18 years residing in the place where child care is provided, and for juvenile household members who have been waived to adult court. This criminal history check will be completed by the Bureau of Child Care at no charge. The criminal history report must be clear of any felonies and/or misdemeanors related to the health or safety of a child.
- Providers are also responsible for reporting any police investigations, arrests or criminal convictions not listed on the criminal history report for all employees, volunteers or persons living in the home over the age of 18 or juveniles who have been waived to adult court.
- The provider shall maintain a written policy requiring the individual household members, volunteer caregivers or staff to report any criminal convictions to the provider.
- **Documentation may not be more than 60 days old at the time a completed application is received.**

### 2. Drug Test

- The provider, any individual over age 18 who resides in the home/facility, and any employee or volunteer caregiver shall provide, at the provider's expense, results of a 5 panel drug test that documents the individual is free of the presence of illegal controlled substances.
- Drug testing shall be required prior to employment or participation in the CCDF voucher program. Additional drug testing may be required of an individual who is suspected of non-compliance.
- A provider who suspends an individual based on the results of a drug test shall maintain a written policy for reinstatement following rehabilitation and drug testing results that are negative for a prohibited substance.
- **Documentation may not be more than 60 days old at the time a completed application is received.**

### 3. CPR/First Aid Certification

- The provider and any employee or volunteer serving as a caregiver shall maintain current certification in First Aid.
- The provider shall assure that at least one adult annually certified in CPR for all age groups of children receiving care is present at all times when care is being provided.

#### **4. TB Testing**

- The provider, any individual over age 18 who resides in the facility/home, and any volunteers or employees shall provide results of a current intradermal tuberculosis test prior to residence or employment or volunteer *service*.
- Providers must provide original copies of the test results to the verifying agency.
- The provider shall maintain annual documentation from a physician reflecting the results of symptom screening for tuberculosis for any individual with a history of latent or active tuberculosis.

#### **5. Alleged perpetrator, Child Abuse and Neglect**

- The provider, any individual over age 18 who resides in the home/facility, and any employee or volunteer caregiver shall provide evidence that they have not been named as an alleged perpetrator in the Child Protection Index. Forms will be provided that will give the verifying agency permission to check this registry.

#### **6. Working Smoke Detectors**

- A home shall have smoke detectors at the top of each stairwell (excluding the basement), one adjacent to the area where the children will be sleeping and **one in the basement**.
- A facility shall have fire suppression devices as required by the DHS, Fire and Building Safety Division.

#### **7. Emergency Plans**

- All providers shall have written plans for notifying parents of illness, serious injury, or death of a provider; care in an emergency and emergency evacuation plans which are posted in a conspicuous location.

#### **8. Fire Drills**

- The provider must conduct monthly documented fire drills in accordance with the rules of the fire prevention and building safety commission.

#### **9. Working Telephone**

- The facility/home must have at least one working landline (analog) telephone, or state approved conversion method for a non-analog telephone.
- The provider will need to show a bill for current service and keep phone records to show proof of continuous service for recertification the following year.
- The phone number must be accurate and will be checked at the time of the verification visit.

#### **10. Inaccessible Firearms, Poisons, Chemicals and Medications**

- The provider must provide a safe environment by ensuring that firearms, ammunition, poisons, chemicals and medications are inaccessible to the children in their care.
- Inaccessible means that in lieu of a locked (key or combination) cabinet, the items mentioned above must be kept in an area inaccessible to the children. This could mean locked closets, rooms, garages, basements or medicine boxes. Childproof locks will not be acceptable.
- The verifying agency will inspect all areas that are accessible to children as well as garages if the escape route passes through this part of the home or facility. All bathrooms and the kitchen will also be inspected.

#### **11. Exits**

- The facility shall have two exits, other than windows, located on different sides of the facility that are not blocked and do not require passage through a garage or storage area where hazardous materials are stored and may be operated from the inside

without the use of a key or any special knowledge. (This provision does not apply to a provider's facility where care was being provided and voucher payments were received prior to June 30, 2002.)

**12. Fire Extinguishers**

- The facility shall maintain a two and one-half (2 ½) pound or greater ABC multiple purpose fire extinguisher on each floor of the facility with an additional extinguisher in the kitchen area.

**13. Running Water**

- The facility shall have hot and cold running water from an approved water source available in an area of the home where childcare is provided. If water is not provided by a municipal water source, the provider shall provide documentation of a water quality test.
- Water temperature will be tested at the time of the home inspection and must register at least 100 degrees Fahrenheit.

**14. Immunizations**

- The provider shall maintain and annually update documentation of age appropriate immunizations for all children, including the provider's own children and any other children present not participating in the CCDF program.

**15. Tobacco and Substance Policy**

- The provider shall maintain a written policy prohibiting the use of tobacco, unintended use of a toxic substance, use of alcohol (homes); use or possession of alcohol (centers and ministries): and use or possession of illegal substances, in the facility where child care is operated when childcare is being provided.
- The provider must sign and return a signed Tobacco and Substance Policy statement provided by the verifying agency or developed by the provider.
- The verifying agency will confirm the provider, household members, employees, or other individuals are in compliance with this policy by observation during the home inspection.

**16. Supervision Policy**

- The provider shall ensure that a child in the provider's care is within sight or sound at all times, as defined in the June 3, 2005 Supervision Letter from FSSA.
- The verifying agency will confirm this by observing that the provider is supervising the children during the home inspection.

**17. Safe Sleeping Practices**

- The provider shall be certified in safe sleep practices by attending the Safe Sleeping Practices training provided by the Indiana Child Care Resource and Referral network.

If you are able to meet these CCDF Provider Eligibility Standards, please contact The Consultants Consortium, Inc. to receive a "Provider Packet". The Consultants Consortium, Inc. will be verifying your compliance and are willing to assist you in any way possible.

Thank you for caring for the children of Indiana!!